

SUPERVISING NURSE

DEFINITION:

Under general direction, to plan, assign and supervise the nursing care services on a shift; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the second level full supervisor and the first managerial level in the nursing class series. The Supervising Nurse provides direction and leadership to nursing personnel in all wards, areas and shifts to insure an adequate standard of care and may act for the Assistant and Chief Nurses in their absence.

EXAMPLES OF DUTIES:

Plans and approves work schedules, oversees and supervises nursing activities; coordinates nursing services throughout the facility to ensure an adequate standard of care; evaluates work performance, guides and trains staff in nurse procedures in order to improve patient care and treatment; promotes effective inter-personal relations among staff; analyzes and evaluates nursing service needs and makes recommendations on how best to meet these needs; demonstrates effective techniques of care to subordinates on the nursing staff; helps establish and implement standards of safe and therapeutically effective care; assists in the provision of in-service education; maintains effective working relations with other divisions or services; counsels nursing division employees on problems related to their work; keeps records and writes reports.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Principles and techniques of supervision and administration.
- Principles and practices of general nursing (anatomy, physiology, microbiology, nutrition and pharmacology, and the social and legal aspects of nursing).
- Common illnesses, diseases, disabilities, injuries, and behavior patterns of long term, rehabilitation, geriatric and psychiatric patients.
- Techniques in motivating, rehabilitating, and monitoring the day-to-day living activities of individuals and groups of long term, rehabilitation, geriatric and psychiatric patients.
- Medical procedures, medications, medication administration, and use of equipment.
- Emergency medical procedures.

General Knowledge of:

- Title 22 - Governing facilities, rules for patient care, nursing services, charting, etc.
- OBRA - Federal regulations governing all aspects of resident care.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Assign, schedule, review and evaluate the work of a large number of nursing personnel in providing care and treatment of patients.
- Plan and administer nursing services.
- Compile data, keep records and prepare reports and correspondence.
- Communicate effectively, orally and in writing.
- Provide counseling, teaching, and leadership to the nursing staff.
- Observe, assess and evaluate patients' behavior, medical condition and progress of care.
- Provide skilled nursing care to long term, rehabilitation, geriatric and psychiatric patients.
- Respond to emergencies with appropriate interventions.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Four (4) years of registered nursing experience, of which at least one (1) year of this experience must have been in a long term care, rehabilitation, geriatric and/or psychiatric nursing facility, AND, one (1) year of this experience must have been in nursing management.

Note: A bachelor's degree in nursing from an accredited college or university may substitute for one (1) year of R.N. experience. A Master's degree in nursing, public health, hospital administration, business administration or other related fields from an accredited college or university may substitute for two (2) years of R.N. experience. Specialized training in nursing administration and supervision is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

Valid Registered Nurse license issued by the State of California.

Valid CPR card is required at time of appointment.

Valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own vehicle.

Note:

Contact with abusive, incontinent and occasionally assaultive patients.